



DEPARTMENT OF THE NAVY  
COMMANDER  
HELICOPTER TACTICAL WING  
U.S. PACIFIC FLEET  
NAS NORTH ISLAND P.O. BOX 357096  
SAN DIEGO, CALIFORNIA 92135-7096

Canc frp: Jan 00

COMHELTACWINGPACNOTE 1326  
N1

**JAN 22 1999**

COMHELTACWINGPAC NOTICE 1326

Subj: HC-3/HC-11 ASSIGNMENT OF TEMPORARY ADDITIONAL DUTY  
FIRST LIEUTENANT PERSONNEL

Encl: (1) 1st Lieutenant Requirements Schedule

1. Purpose. To establish requirements to provide Temporary Additional Duty personnel (TAD) to Commander, Helicopter Tactical Wing, U.S. Pacific Fleet (COMHELTACWINGPAC) First Lieutenant Division.

2. Background. Assignment of personnel at this command is required to maintain facilities and vehicles. TAD assignments will not exceed 90 days unless approved by COMHELTACWINGPAC Admin Officer and parent command.

3. Action. Commanding Officers are directed to provide personnel as indicated in enclosure (1) for assignment to COMHELTACWINGPAC First Lieutenant division under official no cost TAD orders. Ensure selection of personnel for TAD are screened for reliability and assignment to duties in a staff environment. Additionally, personnel must be U.S. citizens for purposes of handling official mail.

4. Cancellation. This notice is cancelled when superseded by another notice bearing same subject.



D. A. MAWHINNEY

Distribution:  
List II (less VXE-6, HC-5)

JAN 22 1999

TAD FIRST LIEUTENANT REQUIREMENTS AT COMHELTACWINGPAC

1. Each command is directed to provide one person at the paygrade listed. Personnel will report the first working day of the month they are assigned TAD. Approximately two days will be required for passdown. Personnel being relieved will check back into parent command following completion of passdown. Commands shall submit name of relief personnel at least five working days prior to assignments.

DATES	COMMAND	REQUIRED PAYGRADE
Jan thru Mar	HC-3	E-1/2/3
Apr thru Jun	HC-11	E-1/2/3
Jul thru Sep	HC-3	E-1/2/3
Oct thru Dec	HC-11	E-1/2/3

Encl (1)

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